

Vacancy Details

Personnel Notice:

84-16

Date Announced:

7/26/2016

Closing Date:

8/9/2016

Command:

CNIC

Grade:

GS-14

Type:

Assistant Counsel (Environmental/Real Estate)

****If you previously applied under Personnel Notice 40-16, you do not have to resubmit your application materials, but you must notify Diane Karr, in writing at diane.karr@navy.mil, of your continuing interest in the position.****

There is an anticipated vacancy, estimated to be filled in the first quarter of Fiscal Year 2017 (October – December 2016) and contingent upon funding, for an attorney to serve as an Assistant Counsel (Environmental/Real Estate) reporting to the Region Counsel, Commander Navy Region Northwest (CNRNW). This position is located in Silverdale, Washington, onboard Naval Base Kitsap. CNRNW is one of eleven Navy Regions reporting to Commander, Navy Installations Command (CNIC), and the CNRNW Regional Counsel reports to CNIC Headquarters Office of Counsel. The CNIC Office of Counsel is under the general supervision and coordination of the Department of the Navy (DON) Office of the General Counsel (OGC) and provides legal services to CNIC and its field activities.

CNIC's mission is to provide consistent, effective, and efficient shore installation services and support to sustain and improve current and future Fleet readiness and mission execution. As an Echelon III command, CNRNW executes the CNIC mission by coordinating base operating support for four naval installations in Washington State and other activities operating throughout CNRNW's eleven state area of responsibility. For more information about CNIC and CNRNW, please visit: <https://www.cnic.navy.mil/cnrnw/index.htm>.

The responsibilities of this position will have particular emphasis in the areas of environmental and real estate law with the expectation that the incumbent will also perform responsibilities across the full range of OGC installation law issues and practice areas – business and commercial law (including appropriated and non-appropriated fund contracts); civilian personnel law (appropriated and non-appropriated fund personnel) to include both employee relations and labor relations; Fleet and Family Services matters (Morale, Welfare and Recreation; housing; commercial sponsorships, child and youth services, etc); fiscal law; ethics/standards of conduct; Freedom of Information/Privacy Act; administrative law, and litigation.

This position will be filled at the GS-14 level. To be selected, the applicant must have at least three and one-half years of legal experience, including significant experience in environmental/real estate law. Additionally, the

successful applicant must be capable of effectively practicing law in the other areas described above, and some knowledge, understanding, or experience in at least one of these practice areas is desired. Also desired are applicants that have a demonstrated record of contributing to the advancement of the DON OGC, an equivalent Office of the General Counsel, or law firm/office beyond the day-to-day legal practice.

Applicants will be evaluated on their: (1) depth of knowledge and breadth of experience in environmental/real estate law; (2) knowledge, understanding, or experience in at least one other OGC practice area; (3) research, analytical, and writing skills; (4) ability to work both independently and as part of a team; (5) leadership skills strength, including communication skills and building relationships with team members and clients.

The successful candidate must be a U.S. citizen, have graduated from a law school accredited by the American Bar Association, be an active member in good standing of the bar of the highest court of a State, U.S. Commonwealth, U.S. territory, or the District of Columbia, be admitted to practice before a state or federal court, and be eligible to obtain and maintain a Secret security clearance.

Interested attorneys may contact Diane Karr, CNRNW Region Counsel, at 360-315-1915.

Applicants must submit a cover letter explaining their interest in the position, along with a resume, two short writing samples (no more than 10 pages in length and may be portion of a longer document), two most recent performance appraisals (if available), and the names and telephone numbers of at least three references who may be contacted to discuss a candidate's professional qualifications (other than current supervisors) and capabilities. Applications should include current grade (if applicable), salary requirements, and projected availability. Attorneys who have graduated from law school within the last five years (since 2011) must provide a copy of their law school transcripts including class rank. Current federal employees must also provide a copy of their most recent SF-50.

Electronic submissions (MS Word or Adobe ".pdf") are highly encouraged and should be sent to diane.karr@navy.mil.

If electronic submission is not possible, the requested information should be sent to:

Diane Karr
Commander Navy Region Northwest (N00L)
1100 Hunley Rd
Silverdale, WA 98315-1100

This Personnel Notice will close at 11:59 PM EST, August 9, 2016, and applications must be received by that date to be considered.

If the successful applicant is not currently a member of the Department of the Navy Office of the General Counsel, processing of the hiring action can only commence after submission of those items identified in the "Instructions for New OGC Attorneys" (see Careers section of www.ogc.navy.mil).

Applicants eligible for veterans' preference must specifically claim such eligibility in their cover letter, identify the basis for the claim, and include supporting documentation (e.g., the DD 214, Certificate of Release or Discharge from Active Duty or other supporting documentation) with their submission. Not all veterans are preference eligible. For a summary of time periods, campaigns, and conditions that entitle an applicant to preference eligibility, please visit www.opm.gov/veterans and review the "Vets Info Guide" and the "Vets Guide." There is no formal rating system for applying veterans' preference for attorney appointments in the excepted service; however, the Department of the Navy Office of the General Counsel considers veterans' preference eligibility a

positive factor in the attorney hiring process. Applicants who do not claim and do not provide adequate supporting documentation for veterans' preference will not receive the positive factor consideration.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy or gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Reasonable Accommodation Policy Statement:

https://help.usajobs.gov/index.php/Reasonable_Accommodation_Policy_Statement

Legal and Regulatory Guidance: https://help.usajobs.gov/index.php/Legal_and_Regulatory_Guidance

If relocation expenses are a requirement, the applicant should state their requirement for this expense in the application package. Relocation expenses may be paid, but are not guaranteed.

Permanent Change of Station (PCS) funding may be available to those eligible.

THE DEPARTMENT OF THE NAVY IS AN EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER

The Department of the Navy is an Equal Opportunity/ Reasonable Accommodation Employer. All hiring and advancement in the Office of the General Counsel is based on merit without regard to race, color, national origin, religion, age, sex, sexual orientation, disability, political affiliation or marital status.

The Department of the Navy provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should inform the individual identified in the personnel notice. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

VETERANS PREFERENCE IN HIRING

Department of the Navy attorney positions are in the excepted service, not the competitive civil service. There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of the Navy considers veterans' preference eligibility as a positive factor in attorney hiring. If you are eligible for veterans' preference in hiring, you are encouraged to include that information in your application along with the supporting documentation, e.g., DD 214. Not all veterans are eligible for veterans' preference. To find out if you are, you may visit the Veterans' Preference Advisor, operated by the Department of Labor at <http://www.dol.gov/elaws/vets/vetpref/vetspref.htm>.